

# STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

## INVITES APPLICATIONS FOR

### DEPUTY DIRECTOR OPERATIONS & PROGRAMS DIVISION OF JUVENILE JUSTICE

### CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

#### \*MONTHLY SALARY:

**PLEASE NOTE** that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

#### FINAL FILING DATE: February 22, 2012

The Deputy Director, Operations & Programs reports to the Director, Division of Juvenile Justice (DJJ) of the California Department of Corrections and Rehabilitation.

Typical duties include the following:

- Under the direction of the Director, DJJ, the Deputy Director, Operations & Programs assumes a major role in planning, organizing, and directing the development, implementation, and operation of the state's juvenile facilities and camps; implements departmental policies and procedures which direct the operation and management of the State's juvenile facilities; and manages and provides leadership to other program staff, including the Superintendent of Education, the Chief Medical Officer, and the Chief Psychiatrist on cross-cutting issues such as juvenile justice reform, evidence-based programming, ward and parolee health care, education, treatment and rehabilitation programs, and budget priorities. Additionally, the Deputy Director, Operations & Programs advises the Director, DJJ on juvenile justice

policy matters, legislative measures, and litigation issues that affect the care and treatment of California's juvenile offenders.

- The Deputy Director, Operations & Programs testifies before the Legislature and Executive Branches of government on policy and budgetary matters that affect juvenile facilities management and operations, and may act for the Director, DJJ in his/her absence.

### **DESIRABLE QUALIFICATIONS**

- Management and operational experience interfacing multifaceted juvenile programs.
- Experience and knowledge of juvenile program planning and implementation.
- Knowledge of management and operations of juvenile facilities.
- Knowledge of the multifaceted components of juvenile operations.
- Experience in public administration, personnel management, and leadership.
- Experience communicating effectively both orally and in writing.
- Knowledge of California laws affecting the detention of juvenile offenders.

### **ADDITIONAL QUALIFICATIONS**

Candidates must have a thorough knowledge of California's juvenile correctional organizations, State government, and the issues currently facing the California Department of Corrections and Rehabilitation, and specifically DJJ. Candidates should have general knowledge of community organizations, including evidence-based programming, and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about the management and operations of the juvenile system, including justice reform, ward and parolee health care, education, treatment, and rehabilitation programs. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, progressive discipline, and establishing partnerships; and a manager's role in contributing and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.

- Knowledge of federal, state and local laws and regulations. Experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission. Successfully manage associated transitions in the workplace with minimal disruptions, and manage and operate within budget. Understand, manage and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation application process, and developing positive cooperative relationships with a wide variety of customers and stakeholders.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, Court Monitors, Community Leaders, Advocate groups and Religious Organizations.

**The Deputy Director, Operations & Programs is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.**

**PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

### **COMPENSATION AND BENEFITS**

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 11 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

### **ADDITIONAL INFORMATION**

\* The monthly salary may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13<sup>th</sup> month of consecutive employment.

### **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

### **THE DEPARTMENT**

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

### **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Deputy Director, Operations & Programs serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

## **HOW TO APPLY**

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Doug Ashmore, Office of Executive Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 522-N, Sacramento, California by February 22, 2012. For further information regarding this position, please contact Doug Ashmore at (916) 324-3289 or [Douglas.Ashmore@cder.ca.gov](mailto:Douglas.Ashmore@cder.ca.gov)

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.gov.ca.gov](http://www.gov.ca.gov) or [www.gov.ca.gov/m\\_appointments.php](http://www.gov.ca.gov/m_appointments.php)

***Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested in if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Office of Executive Appointments as noted above in "How to Apply."***

### **DEPARTMENT OF CORRECTIONS AND REHABILITATION**

***Vision:** The overarching **vision** is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

***Mission:** The overarching **mission** is to improve public by safety through evidence-based crime prevention and recidivism.*